

## **Minutes of the u3a Committee Meeting held on 14<sup>th</sup> November 2024 at Clitheroe Golf Club**

**Present:** Jacquie Melia (Chair), Paul Fisher (Treasurer), Roy Gonsalves (Programme secretary), David Grimes (Membership Secretary), Jenny Grimes (Groups Co-ordinator), Su Penson, Robin Taylor (Newsflash Editor), Julie Whitehead (Secretary), Liz Wolstenholme

**In attendance:** Robin Blount, Denise Hayton, John Hill, Maureen Pickup, Marjorie Taylor, Ann Ward

**1. Apologies for absence** were received from Jeremy Lambert, Frank Taylor

### **2. Minutes of the previous meeting**

The minutes of the meeting held on 12<sup>th</sup> September were accepted as an accurate record and signed by Paul Fisher (treasurer) as acting chair for that meeting.

### **3. Matters arising from the Minutes**

6.3 Following discussion outside the committee Gill Kilbey has decided to step down from the committee. The number of vacancies on the committee was clarified and we currently have one committee position and one co-opted vacancies which can be filled by agreement of the committee until the next AGM.

### **4. Correspondence** (previously circulated)

*TAT Treasurer Finance News Extra 16-09-24*

*Your September update for u3as – Sam Mauger 25-09-24*

*North West Region Trustee Newsletter October 2024 – David Blanchflower 24-09-24*

*North West Region October Newsflash – Gillian Russell 9-10-24*

*October update for u3as – Sam Mauger 10-10-24*

*Result of the AGM special resolution – Alan Walmsley 17-10-24*

*Susie Berry, Trustee for the South East – Iain Cassidy 21-10-24*

*North West Region Trustee Newsletter November 2024 – David Blanchflower 02--05-24*

*November update for u3as – Iain Cassidy 10-11-24*

### **5. Chair's Report** (copy in folder)

Jacquie circulated a copy of her report and highlighted several points as follows:

5.1 The Learning to Live project was brought to the committee's attention. This outlines a mandate to liaise with community support bodies and GPs with the aim of enabling access to activities that is funded for those unable to afford fees. There was discussion around raising the profile of u3a Clitheroe and enabling people with disabilities access to meetings. Jenny reported that she has previously encountered difficulties with displaying flyers / posters in Health Centres. Jenny also raised the issue of need for support for those in wheelchairs / with mobility problems. The need for an Accessibility Officer was highlighted and will be raised at the next committee meeting

5.2 Feedback was given from a recent Chair's Forum regarding different levels of information across u3a's relating particularly to role description, the role of volunteers and the need not to overload volunteers. Role descriptions will be visited at a workshop for trustees this afternoon and it is likely that work will need to be undertaken on these.

5.3 The resolution to adopt a new organisational structure was agreed at the recent TAT AGM.

5.4 Jacquie reported that some early interest has been shown for the upcoming vacancies of Treasurer and Chair. The need for an AGM Planning group was raised and Julie will arrange a meeting with Jacquie, Paul and Jenny in December or early January to implement the timetable.

## 6. Treasurer's Report

6.1 The accounts for September and October were presented (copy in the Minutes folder).

The balance in the bank on September 30<sup>th</sup> 2024 was £5,725.42

The balance in the bank on October 31<sup>st</sup> 2024 was £6,767.42

Income is largely related to payment for the Christmas lunch. There was also a late invoice from a history trip in the summer accounting for some expenditure.

6.2 Paul proposed that the committee approve the purchase of a new projector for General meetings as the one we have now is getting old and has poor resolution compared with newer products. Robin Taylor agreed to investigate this on behalf of the committee.

6.3 The issue of St Mary's as a venue for General Meetings was raised. Paul has had discussions with Trinity Hub as an alternative but, at present, the Tuesday afternoon slot is not available. A meeting is to be held at Trinity next week to discuss next year's programmes and we await feedback from them regarding the possibility of moving there in 2025.

6.4 Funding for members attending courses/ workshops was raised following the recent attendance by Marjorie and another member at a study day for group convenors and co-ordinators. This event is of particular value to Interest Group Co-ordinators but is open to anyone interested in promoting activities in their u3a. Paul pointed out that we have a duty to demonstrate the use of members fees for their benefit and that we couldn't fund every member who wished to attend an event. Clarification is needed between members who attend events out of personal interest and those who are attending as representatives of u3a Clitheroe. As we have no policy to cover this eventuality, it was agreed that the expenses would be paid on this occasion. However, it highlights the need for a policy and Jacquie asked Robin Taylor to send a short paper in respect of his advice on the formation of a policy to her within the next four weeks so the committee officers can meet to discuss and advise at the January meeting.

## 7. Special Events

7.1 **Promotion Day** Thanks were given to volunteers who helped on the day. Other events in Clitheroe on the same day and the wet weather had an impact on numbers but several people who visited the market stall in Clitheroe had been previously unaware of u3a so it was a good opportunity to publicise the movement.

Marjorie also reported that the stall was given free to us and requested that David Greenhalgh the market manager should be thanked on behalf of the committee. Julie will write to him.

7.2 **Christmas Event** Liz reported that 92 tickets have been sold to date (limited to 120) and the closing date for sales is 26<sup>th</sup> November. The team are attending a meeting at the venue on 3<sup>rd</sup> December to finalise arrangements.

## 8. Membership Secretary's Report (previously circulated)

8.1 David reported that we now have 438 members in total with 17 new members since the last committee meeting (95 this year).

8.2 The last general meeting was very well attended with over 100 members present. This highlights the value of paying for good quality speakers.

8.3 Some members have reported difficulty with accessing WBVH as public transport links may enable them to get there but not back to Clitheroe. Discussion took place about how this could be managed with those in cars offering lifts.

8.4 Membership renewal for 2025 is getting underway and reminders will be sent out to all members shortly. As there will be no General meeting in February extra sessions will be laid on for members to renew using the card reader.

## 9. Programme Secretary's Report

Roy reported that bookings for 2025 are underway. It was requested that a copy of the programme so far be sent to the secretary and the Newsflash editor.

Roy also asked when the summer event would be taking place so that he could plan ahead for July.

## 10. Groups Co-ordinator's Report (copy in folder)

10.1 No-one has come forward to take on the bird watching, Italian or strollers groups. However, Jenny has spoken to a Hyndburn member who is looking for an Italian group and may take this on.

10.2 Roy will be starting a new poetry group in January on the second Friday of the month at the Fire Station.

10.3 the photography group is running into problems. However, Robin reported that at a recent meeting there was agreement to change the format to a more educational/ support group around the use of cameras etc..

10.4 The possibility of a new Knit/ craft group has been suggested by Sandra Marshall. Marjorie has also spoken to another member who has expressed a similar interest.

10.5 The display by the Visual Arts group at the general meeting was acknowledged to be a success The Visual Arts Study Group's exhibition is moving to the Clitheroe Library in January and is predicted to be displayed at other venues.

10.6 Meg Shaw is proposing to run another short course on Philosophy in the spring. Ann Ward also indicated that she is hoping to run a follow up short course on the history of food.

10.7 Jenny raised the possibility of starting a Ceilidh group which would require an external leader. The issue of paying an external person to lead sessions was discussed. Other u3a's in our cluster do this and the cost is covered by those attending. Jenny will seek advice from our NW Trustee and report back.

## 11. Publicity /Website/ Newsflash

**11.1 Website** Frank has sent a report in his absence. The move to the new platform for our website is almost ready to go live. This will enable much more data to be included in the Newsflash.

**11.2 Publicity** Following a request in Newsflash Ginny and Su have been approached by other members who are willing to support them. Robin is helping with development of posters, however, they still need someone with computer and social media skills. Paul offered to help when his role as Treasurer comes to an end.

**11.3 Newsflash** Robin reported that the person he hoped to train and take over the Newsflash was now not undertaking this task and he will need to recruit another person with a view to taking on the role at the end of his term of office in 2026.

Having accessed the FB page Robin has now taken this down as it was 12 months out of date. He is going to set up a meeting with Jennifer Holden from Hyndburn to discuss a way forward which will need to include the secretary of u3a Clitheroe.

## 11. Reports from other meetings

We are still awaiting the minutes from the Cluster Group meeting in September which have been delayed.

**13. Reports from sub committees** – Nothing to report

**14. Any Other Business**

The dates for the General Meetings and Committee Meetings for 2025 have been circulated. (copies in folder)

Policy for members' attendance at courses and workshops discussed under item 6.4.  
Marjorie presented a report form her attendance at the recent NW Day for Group convenors and Groups Co-ordinators.

**15. Date of next meeting** – Thursday 16<sup>th</sup> January 2025

..... **Chairman's signature**

..... **Date**